

APPLICATION CHECKLIST:**MINOR SITE PLAN****DEPARTMENT OF
COMMUNITY DEVELOPMENT**

Zoning, Permitting and Inspections
40 Culpeper St. 3rd Floor, Warrenton, VA 20186
Telephone: (540)347-8789
Facsimile: (540)341-3444

A	Completed Land Development application form	
B	Completed and signed copy of this checklist	
C	Filing Fee	
D	Written and signed statements from the appropriate officials concerning the availability of gas, electricity, water and sewer to the project.	
E	Ten folded copies of a site plan consistent with the standards below and containing the information listed below.	

FORMAT REQUIREMENTS:

- _____ Print size shall not exceed 24" x 36"
- _____ Drawing shall be to scale, with scale no less than 50' to 1"
- _____ 4" x 4" signature block in same place (lower right corner) on each sheet
- _____ North point with reference to source of meridian
- _____ Name, address, signature and registration number of professional preparing the plan
- _____ Legend of symbols, patterns, and abbreviations used
- _____ Date the plan was prepared/last revised.
- _____ All horizontal dimensions shown on the site plan shall be in feet and all bearings shall be in degrees, minutes and seconds
- _____ If plan spans more than one sheet, match lines shall be provided

GENERAL INFORMATION/ZONING TABULATIONS:

- _____ Name and address of the owner(s) of record
- _____ A description of existing uses on the site
- _____ A description of the proposed use/development, with proposed zoning category from Section 3-300 of the ordinance noted.
- _____ Note indicating whether use is permitted by-right or whether a special permit, or special exception was required; if a special exception or permit was approved, the case number, date of approval, and copy of the conditions of approval, including a copy of any approved concept plans.
- _____ Vicinity map showing location of site
- _____ Parcel identification number(s) [PIN(s)]
- _____ Zoning district(s); where proffers exist for parcel, list proffers on plan and provide copy of rezoning concept plan.
- _____ Size of parcel(s), in acres
- _____ Size of site plan area, in acres, if less than entire parcel
- _____ List minimum requirements for zoning district under Part 4 Article 3 (density, lot size, lot width, front yard, side and rear yard, building height, lot coverage, open space, landscaped green space, district size and development size) and list amount provided for each requirement

SITE PLAN

- _____ Boundaries of site and site plan area
- _____ Existing and proposed streets and rights-of-way easements within and adjacent to parcel, each labeled with width and with names and numbers.

- _____ Existing and proposed utilities and utility easements of all types
- _____ Water-courses and their names
- _____ Limits of any floodplain on the property
- _____ Owner, zoning and present use of adjoining tracts
- _____ Site access; location, type and size of ingress and egress to site.
- _____ Location, type and height of fencing, screening and retaining walls.
- _____ Location of all off-street parking spaces, loading spaces and walkways, with each space delineated, with dimensions, and type of surfacing.
- _____ Building footprints for all existing and proposed buildings, dimensioned, with number of floors, height and general use of each building shown; if residential, the size number and type of each unit
- _____ Dimensions between buildings and between buildings and all property lines
- _____ Location of drainfield and well, or, if on public water and/or sewer, location of connections.
- _____ Existing topography accurately shown with a maximum of five foot contour intervals at a scale of not less than fifty (50) feet to the inch.
- _____ Area of disturbance clearly delineated, with area, in square feet calculated. [NOTE: Disturbance over 10,000 square feet requires MAJOR SITE PLAN]

EROSION AND SEDIMENT CONTROL PLAN

- _____ Provision and schedule for the adequate control of erosion and sedimentation indicating proposed temporary and permanent control practices and measures which shall be implemented during all phases of clearing, grading and construction.

LANDSCAPE PLAN

- _____ A landscape design plan showing locations of all buffers, existing trees to be saved, proposed trees and other landscaping, and calculations of required and proposed crown coverage

LIGHTING PLAN

- _____ Certified lighting plan prepared by qualified electrical engineer (12-620) IF new lighting is proposed

ELEVATIONS

- _____ Front elevations, to scale; if existing building w/no exterior construction, a photograph of existing building may be provided in lieu of elevations.

I hereby certify that the stated information is included in the attached site plan application and accompanying materials.

_____/_____/_____
Name Firm Date